

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 23-2011

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Realty/Housing Assistant

OPENING DATE: August 23, 2011

CLOSING DATE: September 7, 2011

WORK HOURS: Full-time; 40 hours/ week

GRADE: *Not-Ordinarily Resident: FP--07 (To be confirmed by Washington)

*Ordinarily Resident: FSN Grade 07

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Realty/Housing Assistant. The position is located in the General Services section and reports to the General Services Assistant.

FUNCTIONS OF POSITION:

Responsible for knowing the Freetown Real Estate market and assisting the General Services Officer (GSO) with negotiating strategies for short term residential leases (STL).

Maintains contact with landlords and property owners; independently searches for suitable and appropriate residences using the Post's Housing Policy Handbook as a guide. Obtains the necessary maintenance check list and security reports so General Services Officer (GSO) can begin negotiation of lease terms and rental rates.

Prepares new lease contracts. Closely tracks lease terms and prepares lease renewals, amendments and lease terminations as required.

Conducts and writes bi-annual Post market surveys and updates housing records accordingly. Solicits (by telephone or in person) information on available properties from realtors, brokers and owners. Prepares newspaper advertisements and displays for the Embassy bulletin board.

Prepares lease waiver requests to Office of Buildings Overseas (OBO) in Washington, once housing receives approval by the Interagency Housing Board (IAHB). Upon OBO approval, prepares the draft leases in compliance with the Department of State model lease format. Prior to submitting to GSO for signature, obtains appropriate clearances and obligations.

Prepares rental payment documentation and forwards to the Financial Management Office (FMO) to ensure landlords are paid on time. Responsible for insuring that lease files are documented on the results of market surveys and criteria used, or selection of properties and listing of all resulting properties reviewed by the Housing Office.

Responsible for insuring that lease files are documented on the cost analysis for renewals. Maintain up-to-date files on all leases and log them in the Real Property Application (RPA) within the Post Administrative Software Suite (PASS). Submit quarterly RPA reports to Washington.

In coordination with Facilities Maintenance (FM), contact landlords regarding their responsibilities under the lease terms when issues arise from the occupant or maintenance problems. When necessary, prepare draft letters to the landlords for the GSO's signature, detailing any issues. This includes resolving problems with landlords, building owners and neighbors.

Confer with the GSO regarding possible matches in terms of rank and family size, as relating to space standards and available housing-units. Ensure that the ETA and ETD list is up to date, so IAHB can make accurate decisions; to give FM enough time for make-readies; and to reduce the amount of time new arrivals spend in temporary housing.

Responsible for conducting inventories of landlord-installed fixtures and inspecting the house prior to occupancy, in order to determine that landlord has carried out all the work agreed to in the lease agreement. Coordinates with Facilities Maintenance to advise landlords on necessary additions and or/alterations to suit Mission requirements. Based on consultation with FM, arranges for structural repairs or replacement of landlord-owned equipment and fixtures. In the event of the landlord's failure-to-comply within a reasonable amount of time, initiate action to have items repaired at landlord's expense.

Assists GSO in the preparation of post's Housing Profile, gathering data and conducting analysis. Prepares lease payment notifications to FMO each quarter; follow-up until landlord receives payment. Coordinate with FMO and landlords on utilities for new leases and lease terminations. Advises the FMO, in advance, of expected rental increases during the fiscal year.

Advises IPC on necessary telephone installation and removal of telephone lines and sets. Keeps Telephone Unit posted for new arrivals and departures, lease terminations or new acquisitions. In some cases, initiates dispute resolutions with landlords or JTC for outstanding telephone bills. Escorts VIP's in property searches and handles other special requests for local utilities and Ministries.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary school and Certificate equivalent to Purchasing, Marketing or Real Estate studies required.
2. **Experience:** Two to three years of in Real Estate, purchasing and marketing experience required.
3. **English Ability:** Level 3 English ability (good working knowledge) is required.
4. **Other Criteria:** Must have thorough knowledge of Sierra Leone market practices, customs and pricing on Housing. Must be able to acquire good knowledge of the U.S. Government policies, instructions and procedures on Realty.
5. **Other Skills:** Must be able to manage realty functions effectively. Must be able to work on computer programs.
6. **Interpersonal skills:** Must have excellent interpersonal and communications skills to be able to communicate to supervisors. Ability to search, establish and maintain contacts with Estate Agents and owners and be able to negotiate to a conclusion of U.S. Government interest.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Realty/Housing Assistant)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076-515-075

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 7, 2011

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in

Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.